



JOB ANNOUNCEMENT

DIRECTOR OF FINANCE AND OPERATIONS POSITION AVAILABLE

Communities for a Better Environment (CBE) is a statewide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: www.cbecal.org.

General Position Summary:

The Director of Finance and Operations will serve in a multi-faceted role, providing leadership, oversight, and management to CBE's financial department, and serving as a member of the Administrative Team. This position is responsible for ensuring effectuation of annual audits, accounting, accounts payable, accounts receivable, budgeting, cash management, financial and tax reporting. Oversight of human resources, operations, payroll, IT, legal department finances, and other functions of the organization. This will participate in occasional programmatic, fundraising and other Team activities. This position will also provide supervision to two other positions, the Southern California Finance Associate and the Human Resources Manager, based in Northern California, and will be the main point of contact for financial reporting to, and budgeting with, both staff and community members. The Director should have the ability to manage financial operations of up to \$2.4 million.

KEY FUNCTIONS:

Management & Financial Reporting

- Develop and implement an effective financial reporting system to prepare monthly and quarterly financial statements (balance sheet, income and cash flow statements) in a timely manner.
- Develop and implement appropriate financial and budget metrics to assess the financial performance of the organization.
- Provide ad hoc and trend reporting as required by Board of Directors, Admin Team, and Community Teams.
- Ensure financial management reporting processes are in place to support the ongoing and future needs of the organization.
- Work with our sister organization CBE Action, a 501 c4.

Accounting, Internal Controls & Audit/Tax Oversight

- Oversee all aspects of the accounting system including journal entries, general ledger account maintenance, monthly close-outs, expenditures and billings, capital asset management, procurement, and vendor management.
- Oversee accounts payable and accounts receivable functions.
- Maintain internal controls to ensure the integrity of the accounting records and safeguard financial assets.
- Develop and implement sound accounting policies and procedures.
- Plan, coordinate and oversee annual financial audit with external CPA Firm. Review and analyze results and recommendations for approval the audited financial statements.

Budgeting, Financial Projections & Organizational Financial Modeling

- Develop and manage detailed annual budget.
- Develop and implement short-term and long-term projections based on programmatic and development input and information.
- Approve, track, and review actual income and expenditures. Compare budget to actual.
- Prepare project budgets for proposals and reports to funders, including foundations, government agencies, and others.

Cash Management & Risk Management

- Monitor cash accounts and cash flow to ensure organizational functionality and to leverage available cash.
- Manage bank accounts, perform monthly bank reconciliations, and oversee all banking services to meet the needs of the organization.
- Develop cash flow forecasting and maintain a long-term cash forecast.
- Develop and implement periodic risk assessment for organization and program areas.

Contracts and Grants Reporting

- Contract administration: Prepare process, secure legal review of, and manage various contracts for independent contractors, vendors, and other consultants.
- Grant administration: process grant agreements, prepare financial reporting to all sponsors of research, and establish procedures to ensure compliance with sponsors' requirements.

Operations / Human Resources

- Oversee, and coordinate with staff in managing, IT, including the development, use, and maintenance of the computer network.
- Manage the purchasing of new computer hardware and software, in partnership with other departments.
- Manage and oversee office leases and equipment leases.
- Coordinate with landlord regarding facilities and operational issues.
- Manage telephone systems and telecommunication plans.
- Work and supervise Finance Associate, and Human Resource Manager.

Payroll

- Supervise processing of payroll for entire organization
- Provide general support for monthly close and reconciliation processes.
- Create general ledger entries in support of payroll activity.
- Coordinate with Payroll service provider to process annual W-2 earnings statements to employees and 1099's to contractors.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree
- 3 plus years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- High proficiency in MS Excel

- Experience with a 501 c3 and 501 c4 organizations.
- Experience with QuickBooks for non-profits
- Excellent management skills including the ability to inspire, motivate, influence, and hold staff accountable to significant standards
- Demonstrated ability to develop, implement, and manage business systems and processes, including budget development
- Exceptional verbal and written communication skills, including experience in effectively communicating key data and presentations to senior management, boards or other stakeholders
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation vs. simple reporting
- Excellent organizational skills and extreme detail-orientation
- Sound judgment in decision-making capabilities

Preferred Qualifications:

- Accounting Degree or equivalent advanced degree
- 3 plus years of experience managing a bookkeeper/finance associate, etc.
- Ability to translate and teach financial concepts to and effectively collaborate with staff without financial backgrounds
- Experience working in an environmental or social justice organization

Benefits and Compensation

Salary \$65,000-75,000. Benefits include comprehensive health insurance, with fully-paid premiums for the employee and all dependents, and 26 days of paid leave (including holidays) in the first year.

To apply: All qualified applicants should send a cover letter and resume to: jobs@cbecal.org. Subject line "Director of Finance and Ops" in the subject line. Position open until filled.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.